

To: Kandil, Shereen[Kandil.Shereen@epa.gov]
Cc: Smeraldi, Josh[Smeraldi.Josh@epa.gov]; Warner, Leonard[Len.warner@wsp.com]; Franklin, Elizabeth A CIV USARMY CENWK (USA)[Elizabeth.A.Franklin@usace.army.mil]; Rychlenski, Ann[Ann.Rychlenski@wsp.com]
From: AccardiDey, AmyMarie[AmyMarie.Accardi-Dey@wsp.com]
Sent: Tue 7/21/2020 8:14:11 PM (UTC)
Subject: RE: Getting Ready to Print Riverside CIP and Flyer
[ATT00001.txt](#)
[2020-07-17-Riverside Public Meeting flyer \(English\).pdf](#)
[2020-07-21-Riverside Public Meeting flyer \(Spanish\).pdf](#)
[2020-07-21-Riverside Final CIP \(print version\).pdf](#)

Shereen – Thank you for the responses. Regarding your responses, here is my status

1. Got it. Thank you for confirmation.
2. The bilingual (double sided) Announcement Flyer has been sent for printing and mailing.
3. Got it. Attached is the final English and Spanish Announcement Flyers for your use in the electronic distribution.
4. Got it. Riverside CIP sent for printing and mailing. Please note that the page numbers need to be divisible by 4 for printing with a saddle stitch, so we added a page upfront so the Table of Content now shows on two pages. Attached is the updated file that was used for printing.
5. Got it. If you need anything, please let me know.

Regards
AM

AmyMarie Accardi-Dey, PhD, PG, CPC
Phone: 1-914-620-5110

From: Kandil, Shereen <Kandil.Shereen@epa.gov>
Sent: Tuesday, July 21, 2020 11:11 AM
To: AccardiDey, AmyMarie <AmyMarie.Accardi-Dey@wsp.com>
Cc: Smeraldi, Josh <Smeraldi.Josh@epa.gov>; Warner, Leonard <len.warner@wsp.com>; Franklin, Elizabeth A CIV USARMY CENWK (USA) <Elizabeth.A.Franklin@usace.army.mil>; Rychlenski, Ann <Ann.Rychlenski@wsp.com>
Subject: RE: Getting Ready to Print Riverside CIP and Flyer

Thanks, AmyMarie. Please see my responses below in red.

Shereen Kandil

Community Affairs Team Lead, Public Affairs Office
212-637-4333
Kandil.shereen@epa.gov



U.S. Environmental Protection Agency, Region 2
290 Broadway, 26th Floor
New York, NY 10007



From: AccardiDey, AmyMarie <AmyMarie.Accardi-Dey@wsp.com>
Sent: Tuesday, July 21, 2020 7:02 AM
To: Kandil, Shereen <Kandil.Shereen@epa.gov>

ED_005342A_00004260-00001

Cc: Smeraldi, Josh <Smeraldi.Josh@epa.gov>; Warner, Leonard <len.warner@wsp.com>; Franklin, Elizabeth A CIV USARMY CENWK (USA) <Elizabeth.A.Franklin@usace.army.mil>; Rychlenski, Ann <Ann.Rychlenski@wsp.com>

Subject: Getting Ready to Print Riverside CIP and Flyer

Shereen – I will be coordinating with the printer today (Tuesday) to print the Riverside CIP and the Announcement Flyer. I wanted to confirm a few things with you:

1. Please confirm the web address for the Virtual Meeting and the conference call number in the announcement flyer (see attached).

This information is correct.

<https://meet.lync.com/usepa/byck.sabina/P0FD4F0Z>

+1 315-565-0493, 304001388#

2. The announcement flyer will be printed double-sided (English on one-side and Spanish on the other). We are planning on printing approximately 150 flyers that will be mailed to our local contacts for distribution. Do you want any of the flyers mailed to you?

Great. I do not need any hardcopies. Thank you.

3. WSP has an electronic email contact list (a copy of this list was sent to EPA on July 16). Please confirm that you would like WSP to electronically send the announcement flyer to these contacts.

I was thinking that I would send the flyer to the list in order to introduce myself as the Community Involvement Coordinator and so people could get familiar with my name. Thanks.

4. I am printing 6 copies of the Riverside CIP for you (see attached). Document will be printed in color with a saddle-stitch bind. Where do you want them shipped since the EPA office is closed?

Can you ship to my home? I can bring them to the office when we're back. I will send you a private message with my address. I also would like to request the raw files (not just the pdf) of the CIP. Thanks.

5. Regarding the Fact Sheet, please let us know if you would like the Fact Sheet printed and distributed. If yes, we need to get on the phone and discuss the printing options because the Fact Sheet is currently 3 pages long (odd number of pages). We have two options (each one has pros and cons). Option 1: Print and use a staple – easiest approach but staples cause problems when stacking paper. Option 2: Print on larger paper and fold – easier to stack but there is lots of unused paper. This topic would be easier to discuss on the phone.

We do not need to print the factsheets at this point. Unless someone specifically requests hard copies, we will avoid printing until we start doing in person engagements again. Thanks.

Regards
AM

AmyMarie Accardi-Dey, PhD, PG, CPC
Director | Water & Environmental Systems



Phone: 1-914-620-5110
Office: 1-914-798-3710
Email: AmyMarie.Accardi-Dey@wsp.com

WSP USA
565 Taxter Road, Suite 510
Elmsford, New York 10523

wsp.com

NOTICE: This communication and any attachments ("this message") may contain information which is privileged, confidential, proprietary or otherwise subject to restricted disclosure under applicable law. This message is for the sole use of the intended recipient(s). Any unauthorized use, disclosure, viewing, copying, alteration, dissemination or distribution of, or reliance on, this message is strictly prohibited. If you have received this message in error, or you are not an authorized or intended recipient, please notify the sender immediately by replying to this message, delete this message and all copies from your e-mail system and destroy any printed copies.

WSP USA is an Equal Opportunity Employer.